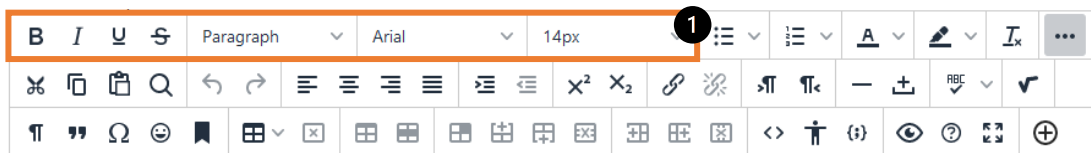# Blackboard's Content Editor Quick Tips

Bold, Italicize, Underline, Strikethrough, Paragraph, Font, and Font Size

1. These standard text editing tools can be applied by highlighting the text and clicking the appropriate option.

Bullets, Numbered Lists, Text Color, Background Color, and Remove Formatting

2. These text editing options allow you to add bullets or numbers to your lists and change text and text background color. Apply each tool by highlighting the text and clicking to select the type of bullet or list you wish to apply.
The button that looks like T_x is meant to **remove unwanted formatting** in your text. This includes all pasted text from MS Word or various websites.

Cut, Copy, Paste, Find and Replace, Undo & Redo, Align, and Indent

3. These tools allow you to manipulate text in a fashion similar in MS Word.

Superscript, Subscript, Insert/Edit and Remove Link, Left to Right and Right to Left

4. **Insert/Edit Link** (🔗) is a tool used to create a hyperlink to various web content.

Horizontal Line, Nonbreaking Space, Spellcheck, Math Equation

5. **Horizontal Line** (—) functionality is used to break up long text into more manageable sections.


Invisible Characters, Blockquote, Special Characters, Emoticons, Anchor, and Tables

6. Invisible characters function reveals any hidden spaces or characters.
Anchor functionality (🔖) allows for inserting hyperlinks to various section of the Blackboard page.
Table functionality (⊞) becomes active once you insert a table in the visual text editor.

Source Code, Accessibility, Insert Code, Preview, Fullscreen, & Add Content (Attachments)

7. **Source Code** (<>) functionality can be used to insert embed codes for Google docs, videos from various services (YouTube, Vimeo), or to insert HTML code.
Add Content (⊕) functionality allows you to insert local files, insert files from the content collection, or from the cloud service. Additionally, you can use it to add videos from YouTube or photo-sharing services such as Flickr.

Video tutorial on Bb's content editor with more examples and explanations can be found at: https://bit.ly/2N0kRp2